



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASES

814 RADFORD BOULEVARD

ALBANY, GEORGIA 31704-1128

MARCORLOGBASESO 5214.1E

A520

SEP 06 2001

MARINE CORPS LOGISTICS BASES ORDER 5214.1E

From: Commander
To: Distribution List

Subj: INFORMATION REQUIREMENTS

Ref: (a) MARCORMAN, par.1200
(b) MCO 5210.11D
(c) MCO 5214.2D.

Encl: (1) Guide to Exempt Information Requirements

1. Purpose. To state the objectives and establish the responsibility for management of the Information Requirements Management Program.
2. Cancellation. BO 5214.1D.
3. Background. The basis for information requirement control is contained in the Federal Records Act of 1950. In consonance with this act, the guidance issued by the Commandant of the Marine Corps, the subject program was established as part of the information requirements management program as set forth by references (a) and (b). Reference (c) establishes policy for the management and control of information requirements in the Marine Corps.
4. Definition and Scope. An information requirement is information generally summarized, transmitted on a recurring, regular, or periodic basis for use in determining policy, planning, controlling, and evaluating operations for performance; and preparing other information requirements. An information requirement may be narrative, tubular, graphic, questionnaire, telephonic, punched card, tape, microform, or other forms.
5. Objectives. This program is organized to provide for the systematic analysis and administrative control of Base

SEP 06 2001

information requirements. The overall goal is to make sure management control and decision-making needs are met, and information requirements imposed by higher authority are fulfilled. Specific objectives include the following:

- a. To ensure methods, procedures, and systems employed for information requirement purposes are realistic, practical, cost-effective, and responsive to user needs.
- b. To encourage the practice of requesting only necessary information not available from other sources.
- c. To seek integration of like information requirements and to develop multiple use of reports.
- d. To provide a central reference point to foster the sharing of existing information vice creating new information collection efforts.
- e. To determine the cost-effectiveness of information requirements.
- f. To reduce the frequency of reporting.
- g. To cancel information requirements when no longer needed.
- h. To suppress new requirements that are not justified.
- i. To eliminate information requirements that is duplicated or overlaps.

6. Action

a. The MCLB Albany, Base Adjutant is designated the Reports Management Officer and will administer the Reports Management Program.

b. The Reports Management Officer will:

- (1) Interpret the information requirement doctrine, guidance, rules, procedures, and definitions in related regulations.

SEP 06 2001

(2) Ensure those personnel in Base Files render assistance as required.

(3) Publish a Logistics Bases and a Base Bulletin biannually (April and October) listing all recurring reports required for Logistics Bases and MCLB Albany. This Bulletin will contain a report symbol, frequency of submission, requiring directive and submitting Division/Staff Office.

(4) Maintain a central reference point to serve as a source of information for all reports prepared at MCLB Albany, including Logistics Bases.

(5) Issue Base Control Numbers (BCN) for those reports initiated locally.

(6) Coordinate with reports control representatives to make sure the fullest attainment of the reports control objectives, uniformity of procedures, and smoothness of operation.

c. Centers/Department/Division Directors; Special Staff Officers; Commanding Officer, Headquarters Battalion; and Commanders/ Officers in Charge of tenant activities will designate in writing, a records management representative who will administer the program at the division, staff or battalion level and maintain liaison with the Records Management Officer. A copy of each appointment letter will be forwarded to the Records Management Officer.

d. Records Management Representative

(1) All Representatives will continually coordinate with the Reports Management Officer to ensure the checklist of reports is correct and will report changes to the Reports Management Officer. To maintain this checklist, all applicable directives and or correspondence will be reviewed to determine any required reports.

(2) Except for exempt information requirements as defined in enclosure (1), or those requirements determined to be exempt by other consideration, any valid information requirement levied by higher authority will be identified with an appropriate report control symbol. Any Headquarters Marine

SEP 06 2000

Corps information requirements which are not assigned reports control symbols and/or which are not entered in a Marine Corps directive system, should be called to the attention of the Reports Management Officer for control purposes, those reports required by higher authority other than Headquarters Marine Corps will have a BCN assigned by the Reports Management Officer.

(3) Upon receipt of directives from higher authority canceling a reporting requirement, notify the Reports Management Officer by letter or memorandum, citing the applicable directive as a reference, so the report can be removed from the active list.

(4) Individuals requiring local reports must make sure they are worth the cost in manpower and other sources are designed as economically as possible, and are curtailed or canceled soon as possible.

e. Submission of Reports. Centers/Department/Division Directors; Special Staff Officers; Commanding Officer, Headquarters Battalion; Commanders/Officers in Charge of tenant activities will forward a copy of each report submitted to higher headquarters to the Reports Management Officer so that a record can be made of the submission. If it is not feasible to forward a copy of a report, a memorandum will be forwarded stating the report title, symbol and BCN. Each required report will be assigned a BCN by the Base File Unit personnel. These BCN's will facilitate referencing and control. BCN's will be indicated on reports in the following way.

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5213
BCN-0123
31 Jan 2000

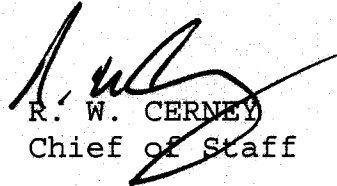
A520
BCN-0456
31 Jan 2000

f. Electronic Submissions. A copy of electronic submitted reports will be forwarded to the Reports Management Officer stating Electronic Submit.

7. Summary of Revision. This Order contains significant changes and should be reviewed in its entirety.

SEP 06 2001

8. Applicability. This Order is not applicable to MCLB Barstow or Blount Island Commands.


R. W. CERNEY
Chief of Staff

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